

20 March 1980

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MEMORANDUM FOR: Chief, Benefits & Services Division, OP
 THROUGH: Director, Foreign Broadcast Information Service
 FROM:
 Chief, Joint Publications Research Service
 SUBJECT: Certificate of Distinction for JPRS Contractors

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1. For some time now we have been studying the merits and feasibility of issuing a certificate in recognition of long-term, quality service by translators, editors and typists under contract to the Joint Publications Research Service (JPRS). We have concluded that such recognition would be appropriate and have, with the help of Office of Technical Services (OTS), worked up a sample Certificate of Distinction (attached) for that purpose. At this juncture we would welcome your comments and suggestions on this matter, and with your concurrence, to authorize OTS to prepare a final mockup of a certificate.

2. The general wording of the certificate would allow us to award it to contract translators, editors and typists alike. Because these contractors live throughout the country, the certificates, accompanied by a short citation, would be mailed to them rather than presented in person. The names of eligible contractors, selected by JPRS on the basis of the quality and volume of work, as well as years of service, would be submitted to your office for approval and forwarding to OTS for inscription on the certificates. We propose they be issued for 10, 15 and 20 years of service.

3. It is estimated that some 50 out of a total of 850 JPRS contractors would be eligible for such a certificate this year. In subsequent years the number would be about 10.

4. We will await your comments and suggestions.
 Deputy Chief, JPRS, will be available to discuss the details of this matter

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Att: a/s

Certificate of Distinction

The
U.S. Joint Publications Research Service

*in grateful recognition of years of sustained
faithful service as an independent contractor
awards this certificate to*



*whose professionalism, dedication and expertise
have contributed immeasurably to the work of this Service*

Director, Foreign Broadcast
Information Service

Chief, U.S. Joint Publications
Research Service

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